

Use of State Vehicles

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: Training School

Policy: 1200.0724

Effective Date: March 1, 2011

Version: 1

State vehicles are maintained and operated in conformance with law and regulation. A fleet of vehicles is maintained to meet the needs of residents and the facility. State vehicles are never used for personal business. Staff never transport residents in personal or privately owned vehicles.

Related Procedure

[Use of State Vehicles](#)

Related Policy

[Transportation Safety](#)

[Suspension of Employees Driver's License](#)

Use of State Vehicles

Procedure from Policy 1200.0724: Use of State Vehicles

- A. Staff operate vehicles in a safe manner and comply with all motor vehicle laws and Department of Administration regulations relating to State Fleet Operations.
 - 1. Seat belts are utilized by all passengers in compliance with DCYF Policy 100.0110, Transportation Safety.
 - 2. Smoking and eating in vehicles is prohibited.
 - 3. Vehicles are driven only on paved roadways and highways.
 - 4. The number of passengers does not exceed the seating capacity of the vehicle.
 - 5. When a bus is utilized, staff are positioned to promote safety and security:
 - a. One (1) staff is seated at the rear of the bus.
 - b. When more than one (1) staff is available, one staff is seated at the rear and one staff member is seated at the front of the bus.
 - 6. Staff have a valid Rhode Island driver's license appropriate to the class of vehicle driven.
 - a. In conformance with DCYF Policy 200.0000, Suspension of Employees Driver's License, staff report any license suspension.
 - b. Staff are not authorized to operate any state vehicle for the duration of the license suspension.
 - 7. Only maintenance vehicles are used for transportation of equipment or vocational projects.
 - 8. Residents are prohibited from riding in the rear of an open vehicle.
 - 9. Staff ensure that vehicle gas tanks are not left below half (1/2) full.
 - 10. Staff driving a state vehicle are responsible for any ticket or citation for traffic or parking violations.
- B. Fleet vehicles are inspected on a weekly basis by the Chief of Maintenance or designee using the Vehicle Inspection Form.
- C. The Master Control Center (MCC) of the Youth Development Center maintains the Vehicle Travel Log and vehicle keys.
 - 1. Vehicle Equipment Issue Log Book is completed by MCC staff before and after a vehicle is issued.
 - 2. The Vehicle Inspection Form is utilized by staff to report any damage observed before and after the vehicle is utilized.
 - 3. All vehicle keys are kept with the Vehicle Equipment Issue Log Book.
 - a. Staff signing out keys is responsible for returning them to the MCC.
 - b. The vehicle and the keys are not passed from one staff to another.
- D. Staff driving a state vehicle involved in any accident complete the two (2) copies of the State Accident Form within twenty four (24) hours of the incident and complete an Unusual Incident Report prior to the end of their shift.
 - 1. The State Accident Form is filed for accidents occurring in and out of state.
 - 2. If the accident involves another vehicle, staff also completes a police report which includes the name and address of the other driver.
 - 3. The State Accident Form and Police Report are forwarded to the Superintendent or designee upon completion.
- E. Paragraphs A – D are consistent with American Correctional Association Standards 3-JDF-3A-24; 3-JDF-3A-25; 3-JTS-3A-24 and 3-JTS-3A-25.